

## CHAPTER 8

## TEMPORARY DUTY TRAVEL

8-1. Leave in Connection with TDY Assignments.

a. Directors and Chiefs, Separate Offices viii critically review the necessity for annual leave taken in connection with TDY assignments.

b. Annual leave taken in connection with TDY travel within CONUS may be approved by the employee\*s supervisor.

c. Directors/Chiefs of Separate Offices should carefully evaluate all requests for leave in conjunction with foreign travel. The image that the official TDY has been arranged to afford the traveler the opportunity to take annual leave in a foreign country must be avoided.

d. The authority to approve annual leave in connection with TDY travel OCONUS is limited to officials delegated the authority to authorize and approve OCONUS travel orders.

e. Leave authorized and approved will be reflected in item 16 of DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel, for civilian personnel only.

f. Leave authorized for military personnel will be in accordance with AR 630-5.

g. Any personal tours taken either before or after an official conference, will be chargeable to annual leave.

8-2. Travel of USACE Officials.

a. Directors, all General Officers, and Chiefs, Separate Offices will request approval for official air travel in advance by the approving authority indicated:

(1) The Deputy Commander is approving authority for Directors and all General Officers.

(2) The Chief of Staff is approving authority for Chiefs of Separate Offices.

b. Requests for approval will be submitted monthly. Air travel identified on short notice not included in monthly plans may be requested separately, telephonically if necessary, with written request following. Monthly travel plan requests are due to approving authorities on the 15th of each month. Form for submitting monthly plans is ENG Form 4915-R (Appendix E).

c. Monthly travel plan requests will include:

(1) Name, grade, and position title of each person in the traveling party.

(2) Purpose of trip.

(3) Trip dates and locations to be visited.

(4) Types of air transportation to be used (e.g., commercial, Special Air mission (SAM, C-12), etc.

(5) Nature of invitations (if any).

d. Source of funds or category of aircraft used (Government owned or leased aircraft, or commercial air) will not be justification for an exception.

e. Justification for use of Government and charter aircraft versus commercial air.

f. In order to establish a visible audit trail elements within HQ who approve/disapprove requests from FOA will send those requests to CELD-TT. CELD-TT will retain plans and provide appropriate response to FOA.

8-3. Personnel from Field Operating Activities Ordered to TDY in HQUSACE .

a. Directors and Chiefs, Separate Offices, who request TDY assignments of field personnel to HQUSACE will take the following actions:

(1) Military Personnel.

(a) Submit request to Office of Personnel, CEPE-M for approval and necessary action.

(b) Provide funds for transportation and per diem costs.

(2) Orientation and Briefing of Military Personnel.

(a) When TDY is in excess of one day in connection with PCS assignments, submit requests for this additional TDY to CEPE-M for necessary action.

(b) Provide funds, where appropriate, for per diem costs.

b. All funds must be certified by the HECSA representative before release to the order authorizing official.

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8-4. Allowances. Per diem allowance is intended for the expenses of meals, lodging, personal use of a room during daytime, tips to waiters, porters, baggagemen, bellboys, hotel maids, telegrams and telephone calls reserving hotel accommodations, laundry, cleaning and pressing of clothing and transportation between places of lodging or business and places where meals are taken.

8-5. Actual Expense.

a. Actual expenses are not intended for normal, routine, travel. Actual expenses are authorized for specific travel assignments within and outside CONUS when:

(1) Necessary subsistence expenses are unusually high due to unique or special circumstances and payment of a normal per diem allowance is inappropriate, or

(2) Unusually high expenses are incurred for occasional meals and/or lodgings.

b. Actual expense allowances are approved by the Per Diem, Travel and Transportation Allowance Committee. Directors and Chiefs, Separate Offices will prepare a DF requesting actual expense allowance and forward to CELD-TT. Requests will be submitted not later than 4 weeks prior to commencement of travel. (Appendix F).

c. Requests must include the following data:

(1) Specific reason for travel.

(2) Whether meetings with technical, professional, or scientific organizations are involved.

(3) Whether international conferences or meetings are involved.

(4) Identity of the senior member of the party, whether civilian or military.

(5) Names and titles of foreign governmental contacts, if any.

(6) Names and identity of any other employees of Department of Defense components or members of the Uniformed Services who also will be performing the travel or temporary duty involved.

(7) Proposed itinerary showing complete identification of places (include county, if known) in or outside CONUS to be visited, the length of duty at each place and the inclusive dates of travel.

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(8) Information as to any special arrangements which have been made such as provisions for special Government quarters, etc.

(9) Any other information available indicating amount of expenses which may be incurred, amount of allowances necessary, or reasons why normal per diem will not suffice.

(10) Reasons normal first-class accommodations will not suffice.

d. Directors and Chiefs, Separate Offices will critically review and evaluate requests to ensure that they meet the above criteria.

e. Generally, actual expenses are authorized before travel commences, however, when expenses are not known in advance, approval may be granted after the travel is performed. Procedures for submission are the same as outlined above. A daily itemization of expenses will accompany requests. Itemized expenses will be reported on DD Form 1351-3, Statement of Actual Expenses (Figure J-11 Appendix J).

#### 8-6. TDY Within CONUS.

a. The maximum per diem rate for travel within CONUS is \$66, except for certain specific localities (hereafter called locality rate areas). Whenever temporary duty travel is performed to locality rate areas, reimbursement is authorized not to exceed the applicable amounts prescribed in the Joint Travel Regulations and the Joint Federal Travel Regulations.

b. Receipts are required for lodging; however, travelers are no longer required to itemize expenses, except as indicated in paragraph 8-5.

#### 8-7. Travel Voucher Review and Approval.

a. All DD Forms 1351-2, Travel Voucher or Subvoucher, will be approved by a duly authorized travel approving official. Travel approving officials are designated in TABLES 1-1 and 1-2. This authority will not be redelegated.

b. Each HQUSACE element will furnish the finance and office an authenticated signature card, DD Form 577 for officials who are designated to approve travel vouchers. The signature card will include a statement as to the specific type of travel which may be approved by the designated official, e.g., "to review and approve TDY and PCS travel vouchers of (organization(s))" and/or to approve local travel vouchers of (organization(s)), and to approve long distance calls." The statement must include all of the types of travel which may be approved and, if applicable, must specifically authorize approval of long distance calls.

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c. All travel vouchers or subvouchers will be reviewed to insure as a minimum that:

(1) Claim is presented on an original travel voucher with an original signature and date.

(2) The administrative data on the voucher agrees with the orders.

(3) Original receipts for rental cars and lodging are attached.

(4) Vouchers reflect any leave taken; if no leave taken, vouchers must reflect "none".

(5) Advance and partial payments are properly indicated in appropriate block.

(6) Statement of non-availability for quarters is attached, when applicable (military and civilian personnel).

(7) Statement of non-availability for meals is attached, when applicable (military personnel).

(8) The claim is reasonable and consistent with the mission, and claims for reimbursement are in harmony with those authorized on the travel order.

(9) If rental car is authorized, the most economical car was used to perform the TDY assignment. When a travel agent or transportation officer has made rental car reservations under the Military Traffic Management Command (MTMC) contract rates and the size of car used was appropriate for the mission (number of people or load requirements), the most economical car is considered to have been used. Otherwise, the reviewer must determine that the rate and size of car was in accordance with the requirements for using the most economical car to perform the TDY requirements. Determine if the traveler acted in a prudent manner by filling the gas tank prior to turn-in or the car was refueled by the rental car company at a much higher cost.

(10) Traveler did not use more days than necessary to perform the mission or request reimbursement for additional expenses incurred for personal convenience or pleasure.

(11) All claims in excess of \$25 are supported by a receipt.

(12) When foreign currency is used while on official business, travelers report their reimbursable expenditures, by items, in foreign currency converted into U.S. dollars at the rate(s) of exchange at which the currency was obtained. The rates of conversion and the commission charges must be shown on the voucher.

c. After the review is completed, the travel approving official will type, write or stamp "reviewed and approved, (date)" and sign in the upper right corner of the DD Form 1351-2, using the 1/2 space just above block 10 (Figures J-23 thru J-25, J-27, J-29 and J-31). This allows the signature to appear on all copies of the voucher without reversing the carbons.

d. Approval of a designated official is required on travel vouchers when the employee claims expenses not authorized by a travel order. All approvals will be made at the travel approving official level by signature above block 10. Items that require approval should be shown on the original DD Form 1351-2 in the Remarks Section, block 26. Signature in block 6 and block 27 are no longer required. The following are examples of expenses that require approval:

(1) The hire of a special conveyance (e.g., taxi or rental car) when specific authorization was not contained in the travel order.

(2) Local travel performed within and around duty stations.

(3) Official long distance telephone calls.

(4) Questions of prudence/necessity that cannot be resolved when the facts presented do not contain sufficient authority for, or a complete record of, the travel and duty performed.

e. The travel approving official will make a limited determination when certain items claimed on the voucher require a determination of advantage to the Government before payment can be made.

f. Exceptions, comments or discrepancies between the travel approving official and traveler will be noted in item 26 of DD Form 1351-2 or may be included on a separate signed statement. Any discrepancies will be resolved by the travel approving official prior to submission of the voucher to the Finance and Accounting Branch, unless fraud is suspected.

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g. Travel approving officials may establish procedures for first-line supervisors to review travel vouchers. Comments or discrepancies by the supervisor should be noted to the travel approving official separate from the travel voucher. Discrepancies or any unreasonable costs should be discussed with the traveler unless fraud is suspected.

h. In any case where fraud is suspected, the voucher should immediately be referred to the Office of Security and Law Enforcement.

i. Travelers will indicate on travel voucher whether the Government Transportation Request was used, unused, lost or stolen.

8-8. Assistance on Preparation of Travel Forms and Travel Problems.

a. CELD-TT will provide necessary assistance with the preparation of all travel forms.

b. Travelers who cannot resolve their claims with the voucher approving official and the F&A Officer may submit claim vouchers to the General Accounting Office for settlement. Preparation assistance may be requested from HECSA, Finance and Accounting Support Branch.

8-9. Periodic Inspection. CELD-TT will make periodic inspection of the travel records of HQUSACE offices. The inspection will cover the use of delegated authorities and proper issuance of orders.

8-10. Payment of Travel Vouchers.

a. DD Form 1351-2, will be signed by the traveler and by the voucher approving official. Signed travel vouchers will be sent by transmittal letter to the finance and accounting officer whose fiscal station number is included in the fund citation.

(1) Vouchers citing Fiscal Station Number (FSN) 96490 and 44213, or others except 49092, will be sent to HECSA, Finance and Accounting Support Branch, Fort Belvoir, Virginia 22060-5580, ATTN: CEHEC-RM-F.

(2) Vouchers citing FSN 49092 will be sent to:

Commander  
MDW Finance and Accounting  
1900 Half Street, SW, Room 714  
Washington, DC 20324-0200

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b. Courier service from the HQUSACE mailroom should be used to transmit transmittal letters with travel vouchers citing FSN\*s 44213 and 96490 to CEHEC.

c. Travelers will submit a travel claim as promptly as possible, but not in excess of 10 calendar days after completion of travel.

8-11. Payment of Local Travel Vouchers.

a. Standard Form (SF) 1164, Claim for Reimbursement for Expenditures on Official Business (Figure J-12, Appendix J) will be used for payment of expenses incurred for local transportation in the performance of official business.

b. SF 1164 must be submitted by the claimant at least once a month. When repeated trips are made beginning at the same point of origin and ending at the same destination, SF 1164 may be annotated with a statement: same trip made on (dates). (Figures J-12 and J-13, Appendix J).

c. SF 1164 citing FSN 44213 funds and FSN 96490, not exceeding \$150, may be submitted to CELD-S, Room 2120C for payment from the Imprest Fund Cashier. Vouchers will be submitted between the hours of 1000-1100 and 1330-1430, Monday-Friday.

d. Vouchers exceeding \$150, citing FSN\*s 44213 and 96490 will be forwarded by transmittal letter to HECSA, Finance and Accounting Support Branch, ATTN: CEHEC-RM-F.

e. Vouchers citing S49092 funds will be submitted to Commander, MDW Finance and Accounting Office, 1900 Half Street, SW, Washington, DC 20324-0200, Room 7131 for payment.

f. All vouchers will contain the following certification by the appropriate approving official:

"Reimbursement for local travel by (insert type, i.e., POC, public bus, etc.) requested herein was authorized in advance of being performed and was required because Government transportation could not be utilized."

g. In accordance with paragraph 7-3, AR 37-106, the following letter codes will be used in the "code" column of SF 1164:

Bridge	BR
Commercial Bus	CB
Ferry	FE
Parking Fees	PF

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Private Conveyance	PC
Road Tolls	RT
Taxicab	TA
Tunnel	TU
Other Expenses	QE

h. Codes shown on SF 1164 will not be used as they apply to other Government agencies.

i. Receipts for parking are required.

8-12. Travel Services Provided by Ask Mr. Foster.

a. Ask Mr. Foster is located in Room 3218C, Pulaski Building. Office hours are from 0800 to 1630 hours. Travelers will call Ask Mr. Foster's Government Reservation Center when making all travel arrangements on one of the following numbers: Domestic travel, 762-8180, International travel, 279-7901. Ask Mr. Foster will:

(1) Provide estimates of travel costs.

(2) Make reservations on air carriers in accordance with regulations.

(3) Make hotel/motel and car rental reservations.

(4) Provide tickets, boarding passes, and a copy of a complete itinerary.

(5) Provide 24 hour emergency reservation service ticket pick up.

b. Travelers will:

(1) Submit 2 reproduced authenticated copies of travel orders prior to picking up tickets.

(2) Pick up tickets on the date specified at the time of reservation.

(3) Call As Mr. Foster immediately to advise of cancellation.

(4) Obtain cancellation number for any hotels canceled and record for future reference.

(5) Attach SF 1170, Redemption of Unused Tickets to DD Form 1351-2, Travel Voucher or Subvoucher. If unused tickets cannot be accounted for voucher settlements will be delayed.

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c. If reservations have been made with Ask Mr. Foster and travelers require assistance en route call: 800-328-6200.

d. Flight itineraries should be selected and reservations made as far in advance of scheduled departure date as possible. Actual issuance of travel order is not required to make reservations.

e. All unused travel documents, e.g., tickets, refund applications, and exchange orders will be turned in by the traveler. Cancellation of reservations will be made as soon as it is known that they will not be used.

8-13. Temporary Duty Away from Initial Location of Long Term Training Site.

a. Directors, Chiefs of Separate Offices will ensure that travelers who are required to perform additional TDY away from their initial TDY location are not paid two travel allowances for the same day.

b. Paragraph C4552-2i(3), JTR, Volume 2, provides that when it is necessary for an employee to procure or retain lodgings for other than personal convenience at more than one location on a calendar day, the lodging used at or close to 2400 hours will be used as the lodging cost on that day. Cost of lodging required to be retained at the initial TDY site is reimbursable as an allowable travel expense, when approved by the travel directing official, that is, may be in addition to the per diem payable for the travel actually performed.

EXAMPLE

Employee is on long term training assignment (LTT) and must perform additional TDY away from the initial TDY site. The appropriate official has determined that it is necessary for the employee to retain lodging at the initial TDY site in order to ensure availability upon return. LTT is in Last Chance; a \$75.00 per diem area. Additional TDY is required at Mobile, AL, a \$63.00 per diem area. The cost of lodging in Last Chance is \$20.00 per day. Under this hypothetical situation allowable reimbursable expenses would be as follows:

LTT subsistence expense while in Last Chance is 55% of \$75.00, rounded to the higher dollar or \$42.00

ITINERARY

10-1	Lv Last Chance	0800	
	Ar Mobile	1230	
10-4	Lv Mobile	0930	
	Ar Last Chance	1415	
10-1	3/4 day @ \$25.00	18.75	(C45580-2b(1)(c))
	Lodging in Mobile	38.00	C4558-2b(1)(a)
10-2	1 day @ \$63.00	63.00	(C4558-2b(2))
10-3	1 day @ \$63.00	63.00	
10-4	3/4 day @ \$25.00	<u>18.75</u>	(C4558-2b(3)(b))
		201.50	
		+ 60.00*	(C4552-2r)

\*3 nights unoccupied lodging in Last Chance @ \$20.00. This amount reimbursed as a travel expense.

8-14. Use of Hotel/Motel Sales Tax.

a. The Comptroller General, in his decision B-172621, 16 July 1986, ruled that a Government employee traveling on official business is not exempt from state and local taxes imposed by hotels/motels. However, his decision does not prohibit a traveler from accepting an exemption if offered by a city or county.

b. Travelers should be encouraged to query the establishment (in advance) at the time lodging reservations are requested if they may be tax exempt and if tax exemption certificates are acceptable. When a hotel/motel honors the tax exemption status, use of the local (state) exemption form is required.

c. If a request for tax exemption is refused the traveler has no legal basis to demand such an exemption. Taxes paid for lodging and meals will continue to be reimbursed as part of the traveler\*s per diem.

d. Travelers should consult the Federal Travel Directory for states that will honor tax exempt status.